

Message Text

UNCLASSIFIED

PAGE 01 CARACA 01146 022134Z

ACTION MMO-04

INFO OCT-01 ARA-14 ISO-00 SS-15 A-01 PER-05 /040 W

-----014841 022138Z /66

P 022042Z FEB 78

FM AMEMBASSY CARACAS

TO SECSTATE WASHDC PRIORITY 1020

UNCLAS CARACAS 1146

FOR DEPUTY UNDER SECRETARY FOR MANAGEMENT FROM AMBASSADOR

E.O. 11652: NA

TAGS: AMGT, AFSP

SUBJECT: HIRING LIMITATION

REF: A) STATE 3165; B) 77 CARACAS 8957; C) 77 CARACAS 7622

D) 77 CARACAS 6419; E) 77 CARACAS 6759

1. WOULD APPRECIATE AUTHORIZATION TO FILL FOLLOWING FSL POSITIONS:

A. 058; GENERAL SERVICES CLERK. POSITION VACATED 1 DEC 77 WHEN INCUMBENT LUIS CALDERON TRANSFERRED TO POSITION 056 VACATED BY RESIGNATION CARLTON GILL (REPORTED REF B). POSITION 058 IS KEY GSO POSITION AND VACANCY WOULD GREATLY HAMPER OVERALL GSO OPERATIONS. INCUMBENT PREPARES AND PROCESSES ALL PURCHASE ORDERS, AND CORRESPONDENCE CONCERNING PUBLICATIONS PROCUREMENT; PREPARES/MAINTAINS T&A REPORTS AND ASSISTS IN MAINTENANCE OF PETTY CASH RECORDS; PERFORMS CLERICAL GSO DUTIES INCLUDING TYPING, FILING, AND DISTRIBUTION OF CORRESPONDENCE; AND DURING ABSENCES, REPLACES GSO SECRETARY, TRAVEL CLERK, INVENTORY CLERK AND RECEPTIONIST.

B. 054; DRIVER. POSITION VACATED 12/30/77 WHEN INCUMBENT ALBERTO MORRISO RESIGNED. AS STATED REF C, HEAVILY BURDENED MOTOR POOL HAS DIFFICULTY PROVIDING ADEQUATE SERVICES WHEN FULLY-STAFFED BECAUSE OF TRAFFIC CONGESTION. VACANCY COMPOUNDS ALREADY DIFFICULT SITUATION.

C. 068; DRIVER. POSITION VACATED 31 JAN WHEN INCUMBENT GUILLERMO BERMUDEZ RESIGNED. JUSTIFICATION FOR POSITION 054 APPLIES.

UNCLASSIFIED

UNCLASSIFIED

PAGE 02 CARACA 01146 022134Z

D. 071; RECEPTIONIST (ANNEX BUILDING). POSITION WILL BECOME VACANT WHEN PRESENT INCUMBENT, EVELYN MELENDEZ TRANSFERS TO POSITION 021, CONSULAR CLERK. PREVIOUS INCUMBENT POSITION 021, WALDETRUDIS ESCOBAR RESIGNED EFFECTIVE COB 27 JAN. AS STATED REF D, RECEPTIONIST POSITION CANNOT REMAIN VACANT.

3. 042; TELEPHONE OPERATOR/RECEPTIONIST (CHANCERY). INCUMBENT ROXANNA PENA RESIGNED EFFECTIVE COB 31 JAN. THIS IS ONE OF THREE

ROTATIONAL POSITIONS (SWITCHBOARD/RECEPTION DESK) THAT CANNOT REMAIN VACANT BECAUSE OF HEAVY TELEPHONE AND VISITOR TRAFFIC.

F. 022; CONSULAR CLERK. POSITION VACATED 16 DEC 77 WHEN INCUMBENT ROCIO REYES TRANSFERRED TO CONSULAR CLERK POSITION 017. POSITION 017 VACATED 16 DEC 77 WHEN INCUMBENT GLORIA FRANCO TRANSFERRED TO USIS INFORMATION SPECIALIST POSITION C-035. POSITION C-035 VACATED 16 DEC 77 WHEN INCUMBENT JESSICA ESTEVEZ RESIGNED. AS STATED REF E, NO CONSULAR

SECTION POSITION CAN REMAIN VACANT BECAUSE OF HEAVY WORKLOAD.

2. ON BASIS FOREGOING, WOULD APPRECIATE EARLIEST POSSIBLE AUTHORIZATION TO FILL ALL ABOVE MENTIONED VACANCIES. GOOD CANDIDATES PRESENTLY UNDER CONSIDERATION WILL BE LOST IF WE CANNOT MAKE FIRM COMMITMENTS SOON.

VAKY

UNCLASSIFIED

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 jan 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 02 feb 1978
Decaption Date: 01 jan 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 jan 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1978CARACA01146
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D780050-0815
Format: TEL
From: CARACAS
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1978/newtext/t197802102/aaaadily.tel
Line Count: 78
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 50726dcd-c288-dd11-92da-001cc4696bcc
Office: ACTION MMO
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 78 STATE 3165, 77 CARACAS 8957, 77 CARACAS 7622
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 25 feb 2005
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3433932
Secure: OPEN
Status: NATIVE
Subject: HIRING LIMITATION
TAGS: AMGT, AFSP
To: STATE
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/50726dcd-c288-dd11-92da-001cc4696bcc
Review Markings:
Sheryl P. Walter
Declassified/Released
US Department of State
EO Systematic Review
20 Mar 2014
Markings: Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014